

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF SANTA FE AND THE COUNTY OF SANTA FE**

ITEM # 06-0178

THIS MEMORANDUM OF UNDERSTANDING is made and entered into on this 25<sup>th</sup> day of April, 2006, by and between the City of Santa Fe, hereinafter referred as the "CITY" and Santa Fe County, hereinafter referred to as the "COUNTY".

**RECITALS**

**WHEREAS**, it is acknowledged by both the City and the County that the City provides services to senior citizens that are County residents and those services should be recognized and accounted for by the County; and that the County provides services to senior citizens that are City residents and those services should be recognized and accounted for by the City;

**NOW THEREFORE**, it is agreed by the City and County as follows:

**I. SCOPE OF AGREEMENT**

A. The El Rancho, Edgewood, Chimayo, Santa Cruz, Glorieta Eldorado, Luisa and Rio en Medio Senior Centers shall be open Monday through Friday for nutrition, recreation and health services for the senior residents of these communities.

B. Prior to construction or the opening of new facilities for seniors, appropriate administrative and operating funds shall be negotiated, identified and secured by the parties.

C. The City agrees to provide:

1. A balanced 1/3 RDA meal in a congregate setting for seniors 60 years or older at the following locations:

**El Rancho Center:**

Breakfast: Wednesday and Friday: 8:00 a.m. to 9:00 a.m.

Lunch: Monday through Friday: 11:00 a.m. to 12:45 p.m.

**Edgewood Center:**

Lunch: Monday through Friday: 11:30 a.m. to 12:30 p.m.

**Chimayo Center:**

Lunch: Monday through Friday: 11:15 a.m. to 12:30 p.m.

**Santa Cruz Center:**

Breakfast: Wednesday and Friday: 8:00 a.m. to 9:00 a.m.

Lunch: Monday through Friday: 11:00 a.m. to 12:30 p.m.

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CLERK RECORDED 06/26/2006

**Rio en Medio Center:**

Lunch: Monday through Friday: 11:30 a.m. to 12:30 p.m.

**Glorieta El Dorado Community:**

Lunch: Wednesday: 11:00 a.m.

2. A balanced 1/3 RDA meal delivered to homebound or frail County residents 60 years or older at the following locations:

**Edgewood Center:**

Meals shall be prepared on-site and delivered to homebound or frail residents in that community.

**El Rancho:**

Meals shall be prepared on-site and delivered to homebound or frail residents in that community.

**Chimayo Center:**

Meals shall be prepared on-site and delivered to homebound or frail residents at the Quarteles, Rio Chiquito, Chimayo, Santa Cruz and La Puebla communities.

**Luisa Center: (City Operated)**

Meals shall be prepared on-site and delivered to the Nambe, Tesuque, Cuyamungue and Pojoaque communities.

3. Transportation services for grocery shopping, medical appointments, social service agency appointments and recreational outings shall be provided in the following communities.

**El Rancho Center:**

Monday through Thursday

**Edgewood Center:**

Monday through Friday

**Chimayo Center:**

Monday through Thursday

**Santa Cruz Center:**

Monday through Thursday

**Glorieta Eldorado:**

One day per week

**Rio en Medio:**

One day per week

4. Plan, organize and implement social and recreational services for the El Rancho, Edgewood, Chimayo, Santa Cruz and Rio en Medio communities that include, but are not limited to, the following:

a. **Activities Program:** A variety of activities for senior citizens which include dance, exercise, cookouts, painting, retablos, ceramics, weaving, wood carving, quilting, bingo, travel, Senior Olympics and other activities; and

b. **Outreach Program:** Outreach services which entail advocacy on behalf of the elderly including conducting needs assessments of the senior community; providing information and making referrals to local, state, federal and other agencies to solve problems and establishing individual care plans through case management mode. This may encompass home visits, consultations and placements.

5. Health screenings, seminars, in-home support services and volunteer programming performed countywide on a limited basis.

a. **Foster Grandparent Programs (FGP):** A volunteer program that provides opportunities to serve as mentors, tutors and caregivers for children and youth with special needs. Twenty (20) hours weekly will be provided to community organizations such as schools, youth centers and headstart/daycare centers.

b. **Family Caregiver Support Program:** Programs that provide educational and emotional support to residents 60 years and older that experience social isolation, loneliness, and/or are dealing with stress associated with providing specialized care to individuals with unique needs shall be provided. Additionally, the program shall generate vouchers to reimburse primary caregivers for hiring relief workers to provide care while the caregiver attends seminars and/or takes a break from the stressful tasks required of someone with a disability. Also, the program shall provide assistance to cover various medical expenses to include, but not be limited to, doctor visits, medication or durable medical equipment.

c. **Home Management:** Care Attendants perform home management services for homebound seniors. Duties shall include, but are not limited to, washing dishes, sweeping, mopping, vacuuming, cleaning walls, windows, bathroom bedroom, dusting and laundry as well as escort transportation services. The program shall provide non-medical personal care (bathing, grooming, shaving, etc.) as well as low-impact exercises (range-of-motion).

d. **New Mexico Aging Program Information System (NewMAPIS):** Collection of accurate demographic information on the senior population to track the various

actual services provided to each individual thereby ensuring quality and efficient services are delivered.

e. **Outreach Program:** Outreach services shall entail acting as an advocate on behalf of the elderly, conducting needs assessments of the community, providing information and making referrals to local, state, federal or others to solve problems which may arise. The program shall also conduct individual assessments, home visits, consultations and develop care plans.

f. **Respite Program:** Respite Care Providers shall relieve primary caregivers of individuals diagnosed with Alzheimer's or Dementia related disorders to provide the caregiver a break from the stress and special care needs required of them. The program shall provide companionship, maintenance of a clean environment, minor meal preparation, memory exercises and minor non-medical personal care.

g. **Retired and Senior Volunteer Program (RSVP):** RSVP shall provide a variety of opportunities for retired individuals 55 years and older to participate actively within their community. Volunteers provide assistance with food distributions, literacy programs, ombudsman, Medicare-Medigap counseling, peer counseling, craft instruction, companionship, nutrition and other opportunities.

h. **Safe Kids/Safe Seniors:** This program shall recognize that children and seniors are among the community's most valuable resources and address matters related to safety and prevention of unintentional injuries to members of these two groups. Awareness shall be in the form of workshops, presentations, safety literature and programs specifically designed for kids and seniors to promote accident prevention and assist the community in becoming more safety conscious.

i. **Senior Companion Program (SCP):** This volunteer program shall provide opportunities for seniors 60 years and older to serve as friends or caregivers for individuals with special and exceptional needs. They provide 20 hours of companionship weekly to frail and homebound seniors and offer emotional support to those who may have been abused and/or neglected.

j. **Senior Olympic Program:** This program provides men and women 50 years or older, a program of physical activities as well as an opportunity to share friendship with peers. Senior Olympians participate within their age category and level of ability in athletic and recreational events, which in turn, provides socialization. This program is designed to further motivate senior adults to participate in year-round wellness activities, which heighten their physical and mental fitness.

D. The County agrees to provide:

1. Compensation:

- a. For services rendered for Fiscal Year 04/05 (based on actual costs) payment of \$328,782;
- b. For services rendered for Fiscal Year 05/06 payment of up to \$338,645;
- c. For services rendered for Fiscal Year 06/07 payment of up to \$348,805.

2. All repairs, upkeep and maintenance for the aforementioned centers.

E. The City and County may negotiate additional services for centers during this period of time upon complete execution of an amendment. No expansion of services over the amounts specified above would be authorized without a signed amendment prior to the provision of any services.

## **II. TERM**

This Memorandum shall become effective when signed by the designated authority for each party and shall remain in effect until terminated by either party as stated below.

## **III. TERMINATION**

This Memorandum may be terminated by either of the parties hereto, upon written notice delivered to the other parties at least ninety (90) calendar days prior to intended date of termination. By such termination, neither of the parties hereto may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

## **IV. LIABILITY**

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation of requirements applicable to the performance of this Memorandum. Each party shall be liable for its actions in accordance with this Memorandum.

## **V. APPROPRIATIONS**

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made to the City and the County for the performance of this Agreement. If sufficient appropriations and authorizations are not granted, this Agreement shall terminate upon written notice. The decision of each party as to whether sufficient appropriations and authorizations are available shall be accepted by the other parties and shall be final.

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VI. AMENDMENT

This Memorandum shall not be altered, changed, or amended except by instrument in writing executed by the parties.

IN WITNESS WHEREOF, the parties set their hands.

CITY OF SANTA FE

COUNTY OF SANTA FE

David Coss  
DAVID COSS, MAYOR

[Signature]  
HARRY B. MONTTOYA, CHAIR

DATE: 4/20/06

DATE: 4-25-06

ATTEST:

ATTEST:

for Melissa Byers  
TINA Y. DOMINGUEZ, CITY CLERK

Valerie Espinoza by Jella Coca  
VALERIE ESPINOZA, COUNTY CLERK

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Anne Lovely  
ANN LOVELY, ACTING CITY ATTORNEY

Stephen C. Ross  
STEPHEN C. ROSS, COUNTY ATTORNEY

FINANCE DEPARTMENT

FINANCE DEPARTMENT

Kathryn Raveling  
KATHRYN RAVELING, DIRECTOR

Susan Lucero  
SUSAN LUCERO, DIRECTOR